

HOGALOG

e C o m m e r c e & S e r v i c e s

Customer handbook

B2B trading platform

HOGALOG AG

Aathalstrasse 80, 8610 Uster

Phone +41 43 497 88 40 / 41

Fax +41 43 497 88 39

info@hogalog.ch

<http://www.hogalog.ch>

Last Change: 17th March 2009

Content

1	<i>General overview</i>	<i>3</i>
2	<i>Identification and welcome page</i>	<i>3</i>
2.1	Login	3
2.2	Password forgotten.....	3
2.3	Departments	4
2.4	Start page and personal settings.....	5
2.5	Logout.....	6
3	<i>Product search</i>	<i>6</i>
3.1	Simple search.....	6
3.2	Extended search.....	7
3.3	Identification of products using a bar code scanner.....	8
3.4	Move products on an order list	10
4	<i>Order process.....</i>	<i>10</i>
4.1	Adding products to your basket	10
4.2	Edit and send to the basket.....	11
5	<i>Order lists</i>	<i>12</i>
5.1	Creation of an order list	12
5.2	Adding articles to your order list	13
5.3	Editing an order list.....	14
5.4	Printing your order list	15
6	<i>Customers standards</i>	<i>16</i>
6.1	Password modification	16
6.2	Customization	17
6.3	Delivery days	18
6.4	Official holidays	18
7	<i>History</i>	<i>19</i>
7.1	Report	19
7.2	Archive.....	20
8	<i>Recommendations of use</i>	<i>21</i>
8.1	Handling lists	21
8.2	Flowchart of trading platform processing.....	21
	<i>Trading platforms short overview</i>	<i>23</i>

1 General overview

This user manual will give you an overview of the broad possibilities of command and functions offered by HOGALOG. All principal functions are explained, so that you will be able to recognize all relations in the order process.

2 Identification and welcome page

2.1 Login

To access your HOGALOG trading platform choose your site¹ and insert your user login as well as your password in the designed area and click on **"Login"**.

Login

Enter the user name name into "Login" and password into the "Password" fields accordingly. Then click "Login".

Login:

Password:

Language:

Direct to:

[Forgot password?](#)

News

Feedback to supplier. Now you can send a report to the supplier after delivery. You can just confirm the delivery or add a message. You find this function in the "Archive", which is placed in the menu "History".

Extended Archive. Another new function in the archive is, that you can check now the orders of all your departments at once - use the "extended search". There is also an checkbox to filter especially marked orders. This flag can be set while ordering (for example to mark orders which you want to bill to someone later, etc.)

Alternative delivery address You need an order only once to another address? Use the new function "alternative delivery address" in the basket - you supplier will see this information on the order.

Use the functions **"Language"** and **"Redirect to"** before login in order to be redirected directly work on the needed page and display the platform in the correct language.

If you use the trading platform as a supplier, you can directly select the supplier module in the function **"Redirect to"**.

2.2 Password forgotten

In case you entered a wrong password, an error message appears: **"Invalid user name or password"**. Then, click on the link **"forgot password?"**

You can enter either your email address, either your user login and thus receive your password by email.

¹ HOGASHOP: www.hogashop.ch
 Facility-Shop: www.facility-shop.ch
 Vebego-Shop: www.vebego-shop.ch
 TopCC-Shop: www.topcc.hogashop.ch

HOGA SHOP

Login

Enter the user name name into "Login" and password into the "Password" fields accordingly. Then click "Login".

Invalid user name or password

Login: Mueller

Password:

Language: English

Direct to: Default

Login

[Forgot password?](#)

Error message

Recover your password

To learn more on how to change your password, please visit the section 6.1 of this manual.

2.3 Departments

If several companies or departments are assigned to you, choose the one you want to use.

HOGA SHOP

Logout

DE | FR | IT | EN

Start >> Select Department

>> Select Department Please select the department that you want to order products for.

Search:

Records 1-3 of 3 20 Show Show all

Department ID	Department	Customer ID	Customer
651	Biergarten	625	Beispiel
650	Einkauf	626	Beispiel
649	Küche	625	Beispiel

Records 1-3 of 3 20 Show Show all

Choose here the department you want to order

If later, you would like to change the department, use the function **"My departments"** in the **"Logout"** menu.

For having other assigned departments to your company, please contact HOGALOG. We are ready to advise you.

2.4 Start page and personal settings

After having logged in and eventually chose a department, you are redirected to the main page of your trading platform. If during the login (see section 2.1) or in your personal configuration (see chapter 6.2) you didn't select any other options, you should be able to see the starting page on your screen.

The screenshot shows the HOGASHOP start page. At the top, there's a header with the HOGASHOP logo, a shopping cart icon showing 0 articles, and a search bar. Below the header, there's a navigation bar with links like Logout, Order, Customer standards, and History. The main content area is divided into several sections:

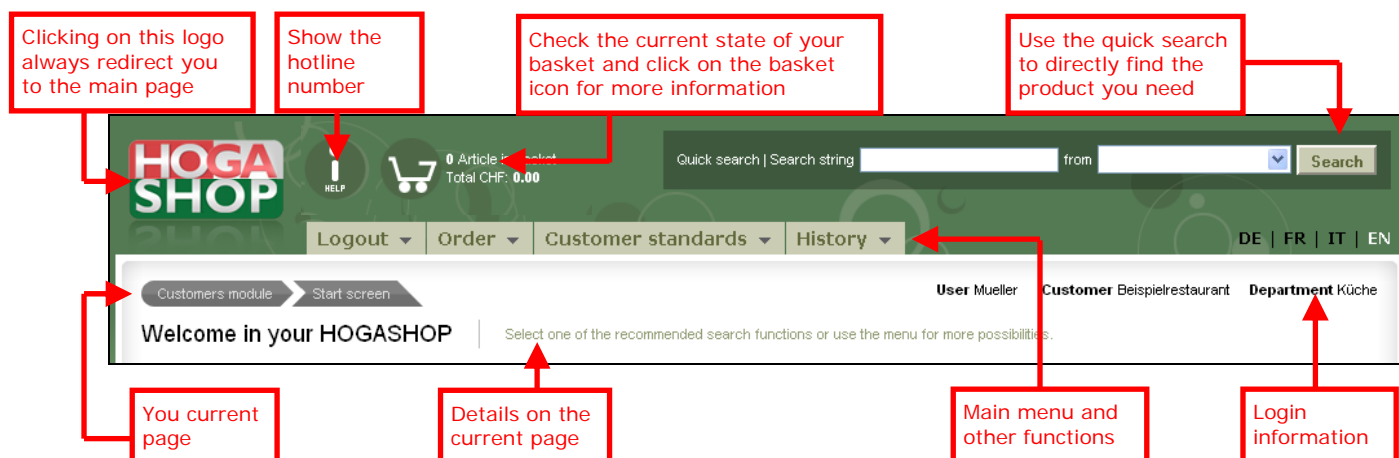
- Welcome in your HOGASHOP**: A message with a link to recommended search functions.
- Your assortment of goods**: A section where users can search for products by keyword or supplier.
- Your order lists**: A section showing order lists with typical products, including Hochzeitsbankett, Last orders, and Firmenjubiläum.
- Your suppliers**: A section showing assigned suppliers like Cambio Handels AG, Hargeli, Metzgerei Angs AG, and test supplier.
- Alternative product searches**: A section with links to search by category and import scanned EAN codes.
- Your basket**: A section showing the current basket state (0 products) and a link to open the basket.
- Sales prices**: A section showing sales prices for 6 examples of products, including Siedfleisch-Brustkern I, Reh-Schnitzel, and Straussen-Fan-Filet.
- New**: A section showing new products like Jamon Ibérico, Carpaccio di Lonzino, and COPPA.
- News**: A section with news about feedback to supplier, extended archive, and other functions.
- Other functions**: A section with links to support, change password, change personal settings, set holidays, report, and history.
- Download manuals**: A section with links to download manuals for HOGASHOP and barcode scanner.

Red arrows and boxes highlight the following features:

- Search products by key words**: Points to the search bar in the 'Your assortment of goods' section.
- Search products on your order lists**: Points to the 'Your order lists' section.
- Search products by suppliers**: Points to the 'Your suppliers' section.
- Choose alternative search options**: Points to the 'Alternative product searches' section.
- Check current state of your basket**: Points to the 'Your basket' section.
- Be informed about new products and new sales**: Points to the 'New' section.
- Read news about HOGASHOP**: Points to the 'News' section.
- Download complementary information**: Points to the 'Download manuals' section.

This page offers you a full insight of all possibilities of your HOGALOG trading platform. All main functions are accessible from the menu but also from this welcome page.

Most of the functions that you can see on the main page are available on all pages.



2.5 Logout

At the end of your session, please log out of the system by clicking on **"Logout"** in the main menu.

3 Product search

You have several possibilities for searching products in the trading platforms of HOGALOG AG:

- Simple search
- Extended search
- Identification of products using a bar code scanner
- Move products on an order list

3.1 Simple search

To search by key-words in the full range of products available, open **"Search product"** in the menu **"Order"**.

Enter a keyword or a product ID. Already while you are typing, the HOGALOG trading platform will show suitable products. To make your research more accurate, you can use several key-words. Only products whose name includes all keywords will be shown. You can choose directly a supplier with the option "of supplier" in the selection of products you are looking for. In case no supplier has been chosen, articles from all suppliers will be displayed.

If you kept default parameters (see section 6.2), products thereby found will be displayed in category groups and by alphabetical order. You can however organize results by their name or according to a supplier or an article number. For this, click on the small arrows in the top of the results table. To display a product's details, click on the product's name.

The screenshot shows the HOGA SHOP interface. At the top, there's a header with the HOGA SHOP logo, a shopping cart icon showing '4 Article in basket' and 'Total CHF: 228907.00', a search bar, and navigation links like 'Logout', 'Order', 'Customer standards', and 'History'. Below this, there's a 'Shopping' section with 'Search products' and 'Search products' tabs. The 'Search products' tab is active, showing a search form with 'Standard search' and 'Extended search' options. The search results are displayed in a table with columns: Product, Supplier, Category, Price per unit, Price per selling unit, Amount, Weight per piece, Pieces, Text, Packing, and Total. Red arrows point to various elements: the search input field, the 'Category' column header, the 'Price per unit' column header, the 'Supplier' dropdown, and the 'Add to basket' button. Below the table, there are buttons for 'Firmenjubilä', 'Add to order list', and 'Add to basket'.

Enter here a key word

Click here to display product's details

Use the arrows to sort the results of your search according to the column

According to your will, you can here restrict the re-search to only one supplier

More information about basket in section 5

You can directly order from this list or move the products on an order list, in order to find them easily anytime (for this, please refer to the sections 4 and 5 of this manual).

3.2 Extended search

You find the extended search can also be found on the page "**Search product**" in the menu "**Order**". Click on "**Extended search**" above the search form.

You can concretize the search in the following way:

- Set the checkbox "**products on sale**" to see all goods with sales prices. If you enter dates, the sales prices in between these dates are shown. Without dates the today's sales are shown.
- The checkbox "**new products**" effects that all products are shown, which the suppliers marked as new in the assortment.
- With "**products with picture**" you restrict the search to products which have a picture attached.
- The function "**show not assigned suppliers**" allows to see products of suppliers which are not assigned to you – of course, without prices. If you are interested in the products of such a supplier, please contact him or HOGALOG AG, to establish a business relation. *This function is at the moment not available for all customers.*
- You can also restrict the search to selected product categories and sub categories. Click one of the main categories in "**select categories**" and, if necessary, select one or more categories and/or subcategories.

The screenshot shows the HOGA SHOP search interface. At the top, there's a header with the HOGA SHOP logo, a shopping cart icon showing '4 Article in basket' and 'Total CHF: 228907.00', and a search bar. Below the header, there are navigation tabs: 'Shopping', 'Search products', 'User Mueller', 'Customer Beispielrestaurant', and 'Department Küche'. The 'Search products' section has a sub-header 'Please enter a keyword to search products or select a supplier.' and two tabs: 'Standard search' and 'Extended search'. The 'Extended search' tab is active. It contains several filters: 'Search product:' and 'of supplier:' fields with a 'Search' button; 'Show only:' with checkboxes for 'products on sale' (checked), 'new products', and 'products with pictures'; 'Select categories:' with checkboxes for 'Food' (checked), 'Beverages', 'Non food', 'Backwaren', 'Convenience' (checked), 'Fisch', 'Fleisch', 'Fleisch TK', 'Früchte', and 'Kartoffeln'; and a date range selector with 'Select date from', 'Select date to', and 'Clear dates' buttons. Red arrows point from text boxes at the bottom to specific elements: 'Open the extended search' points to the 'Extended search' tab; 'Restrict the search to selected categories' points to the 'Food' and 'Convenience' category checkboxes; 'Search only new products or products with pictures' points to the 'new products' and 'products with pictures' checkboxes; and 'Restrict the results to products with sales prices' points to the 'products on sale' checkbox.

Open the extended search

Restrict the search to selected categories

Search only new products or products with pictures

Restrict the results to products with sales prices

3.3 Identification of products using a bar code scanner

The trading platforms of HOGALOG AG offer you the possibility to order thanks to a bar code scanner.



Bar code scanner



EAN code bar on a product package

As a client, you can read bar codes (EAN codes) of any product with a bar code scanner and transfer data to your computer.

Then, scanned bar codes are transferred in the field dedicated to that in the basket. You can find this option in the main menu under "**Order**" by clicking on "**Basket**" tab or directly by clicking on the symbol representing the basket on the top-left corner of the screen.

The screenshot shows the HOGALOG shopping basket interface. At the top, there's a header with the HOGA SHOP logo, a shopping cart icon showing '1 Article in basket' and 'Total CHF: 0.00', and a search bar. Below the header are navigation tabs: Logout, Order, Customer standards, and History. The user is logged in as 'User Mueller' with 'Customer Beispielrestaurant' and 'Department Küche'.

The main section is titled 'Basket' and includes a note: 'Before you send an order, please check the amounts of the products and the delivery dates of your suppliers.' Below this is an 'Order value (Overview)' section with buttons for 'Update overview', 'Deliver products as fast as possible', and 'Pool the deliveries'. A table shows the order summary:

Supplier	Currency	Order value	Minimum order value	Shipping fee	Total	Comments	Delivery date
Cambio Handels AG	CHF	0.00	Ok	0.00	0.00		29.11.2008

Below the summary is a table of products. The first product is 'Olive alla Ruffiana, 130 gr.' from 'Cambio Handels AG' with a category of 'Ital. Spezialitäten'. The table columns include Product, Supplier, Category, Selling Unit, Price per unit, Price per selling unit, Amount, Weight per piece, Pieces, Text, Packing, Total, Select, and Delivery date.

Red annotations highlight the barcode input process:

- A red box around the 'Input EAN code' field with the text: 'Here you open the field for bar codes'.
- A red box around the 'Add to basket' button with the text: 'With the shortcut CTRL + F5 you transfer code bar from the scanner to the computer'.
- A red box around the 'Add to basket' button with the text: 'With this button, you add the scanned products to the basket'.
- A pink box around the 'Submit order' button with the text: 'For cable scanners use this field.'

At the bottom right, there's a summary of the order: 'Products total 0.00', 'Shipping fee 0.00', and 'Total 0.00'. There are also buttons for 'Mark order (for example for external billing) (i)', 'Submit order', 'Update basket', and 'Delete selection'.

Plug-in your scanner on the USB port of your computer and then click on the field "**Barcode input**". Using the shortcut CTRL+F5 enable you to transfer code bar from the scanner to your HOGALOG trading platform. Finally click on the button "**Add to basket**" to add the scanned products to your basket.

In addition to the EAN bar code given by the fabricant of the product, each article of the trading platform has its own interne bar code. Hence, it is certified, that a product without an EAN bar code will be likely to be scanned and found in your HOGALOG trading platform.

Bar codes of frequently ordered products can be printed out on lists or labels, in order to allow a comfortable, easy and quick order process. Details concerning printing are detailed in the section 6.4 (Printing your order list).

The order quantity can be entered with the bar code scanner – with the help of the table called "**Amount barcodes**", which is located on the "**Manage order lists**" page.

3.4 Move products on an order list

In case you are often submitting orders from of the same kind, you can create standard order (or order list). Such a list will enable you to fill your basket or to choose individually products and order them.

For further details on order lists, please go to section 5.

4 Order process

In your basket, you will find all products that you previously selected. The listing in the basket is made according to the order of addition in the basket.

4.1 Adding products to your basket

Search for the products that you would like to add in your basket referring to the method presented in the sections 3.1 and 3.2. Results from the search can be moved into the basket.

The screenshot shows the HOGALOG SHOP interface. At the top, there's a search bar and navigation links. Below, the 'Search products' section is active. A search for 'Simmental Rinds-Entrecôte' has been performed. The results table shows two products. Red arrows and boxes highlight the following steps:

- Search the desired product here:** Points to the search bar.
- Set the quantity and/or the weight:** Points to the 'Amount' and 'Weight per piece' columns in the table.
- Save a comment regarding the product:** Points to the 'Text' column in the table.
- Add the product to the basket:** Points to the 'Add to basket' button.

Product	Product	Supplier	Category	Selling Unit	Price per unit	Price per selling unit	Amount	Weight per piece	Pieces	Text	Packing	Total
18435002000	'Simmental' Rinds-Entrecôte I, am Stück, ca. 3,5-5 kg, CH	Metzgerei Angst AG	Rind	4,2 Kg	48.00 per Kg	201.60						
18436002000	'Simmental' Rinds-Entrecôte I, portioniert, ohne Huftransat, CH	Metzgerei Angst AG	Rind	1 Kg	56.50 per Kg	56.50	4	0.5	8	1er	VAC	226.00

Then, adjust the **"amount"** and/or **"weight per piece"**:

- The trading platforms of HOGALOG AG differentiate between products which can be divided into smaller pieces or units which cannot be divided. Products which can be divided are all likely to be divided such as meat or fish. Units which cannot be divided are usually products which are industrially packaged.
- The relevance of products' weight can differ from the expected weight, because it is natural products. Order products by piece per unit.

Near the quantity and/or the weight per piece, you can also let a comment for any product. This comment will be sent to the supplier, with the order you will make. It is useful for expressing any special wish (for example about quality). For this, click on the symbol in the column **"Text"** and enter your wish.

Information:
'Simmental' Rinds-Entrec

Submit
Cancel

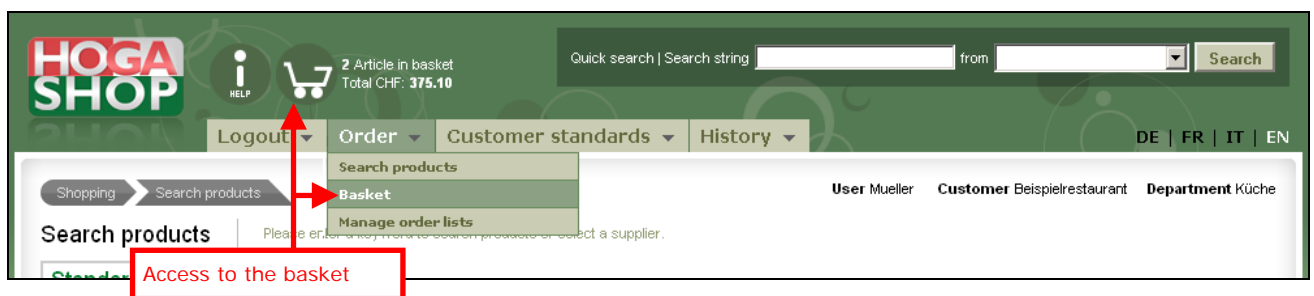
Enter your comment

Save your comment

To move a product in your basket, click on the symbol representing the basket into the column where this symbol is or click on the button **"To basket"** under the table. If on the basket symbol is placed a number, the number shows how often the product is already added in the basket.

4.2 Edit and send to the basket

The basket is located in the main menu under **"Order"**, then click on **"Basket"**, or by direct access by clicking on the symbol of the basket in the top-left of the screen.



In the basket, you can see all your previously chosen products.

Check if the minimal value for the order has been reached or if a surtax is applied.

Adapt if needed the date of delivery

Sort columns with the arrows

Set the quantity and the weight

Add if needed a comment for this product

Send your order!

Save your changes

Delete entries

Supplier	Currency	Order value	Minimum order value	Shipping fee	Total	Comments	Delivery date
Metzgerei Angst AG	CHF	375.10	Ok	0.00	375.10		28.11.2008

Product	Supplier	Category	Selling Unit	Price per unit	Price per selling unit	Amount	Weight per piece	Pieces	Text	Packing	Total	Select	Delivery date
18436002000 'Simmental' Rinds-Entrecôte (, portioniert, ohne Hutfansatz, CH	Metzgerei Angst AG	Rind	1 Kg	56.50 per Kg	56.50	4	8	0.5		1er VAC	226.00	<input type="checkbox"/>	28.11.2008
18439002000 'Simmental' Rinds-Bäggli (Eckstück), dressiert, ca. 3.5-5 kg, CH	Metzgerei Angst AG	Rind	4.2 Kg	35.50 per Kg	149.10	1					149.10	<input type="checkbox"/>	28.11.2008

Records 1-2 of 2

Input EAN code

Products total 375.10
Shipping fee 0.00
Total 375.10

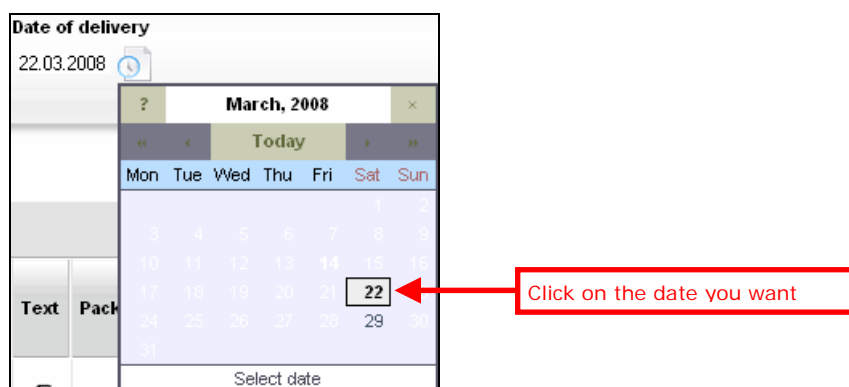
Mark order (for example for external billing) ☐ Submit order Update basket Date selection

With the help of the arrows in the top of the table, you can order products regarding the supplier, the name of the product, the article number, etc. Some adjustments of quantity for the order can be modified as well as any wishes can be formulated. Any products moved unintentionally in the basket can be removed by clicking on the button **"Delete selected"**.

If all the parameters are correct, you should take a look at the delivery conditions. Please, take into consideration that:

- If the minimum order quantity is not reached, a little surtax of quantity will be applied! In this case, to avoid this, you can alternatively add more products from the same supplier.
- Check the delivery date suggested by the supplier! The delivery date can be moved back by using the button **"Select date"**.

During the selection of the date, only regular delivery days from your supplier are listed. Choose a date with a simple mouse click. In case you might encounter problem regarding service with your supplier, you can still call him, he will help you (supplier's data can be found under **"Supplier"** in the menu **"Shopping"**).



With the checkbox **"Mark order"** you can mark selected orders for internal issues. This function might be used to mark orders which you can invoice later externally.

In the case that you don't want to add any new products to your order, you can send your order by clicking on **"Submit order"**. Your order is now sent, after having once again confirmed the process. You will receive a confirmation email for the order.

After this step, if you wish to leave the trading platform, don't forget to leave the system by clicking on **"Logout"**!

5 Order lists

In case you are often submitting orders from of the same kind, you can create standard order (or order list). Such a list will enable you to fill your basket or to choose individually products and order them. A restaurant tenant could for example create order lists for special situations such as marriage, company's anniversary or any similar event.

5.1 Creation of an order list

Create your own personal order list in a few click of mouse! In the menu **"Order"**, click on the function **"Manage order list"** to create a new list.

Give a name to your new list and click on **"Add"**. You should by example name your list depending on a supplier, a day of the week or moreover an event.

HOGA SHOP | 2 Article in basket | Total CHF: 375.10

Quick search | Search string from Search

Logout | Order | Customer standards | History | DE | FR | IT | EN

User Mueller | Customer Beispielrestaurant | Department Küche

Order lists | Select an order list to check, edit or order the products listed there.

Records 1-3 of 3 | 20 | Show | Show all

Order lists	Number of products			Transmit
Firmenjubiläum	0	Rename	Delete	<input type="checkbox"/> PDF
Hochzeitsbankett	3	Rename	Delete	<input type="checkbox"/> PDF
Last orders	2	Rename	Delete	<input type="checkbox"/> PDF

Etikette 1 (L7160) | Make PDF

Records 1-3 of 3

Name of backup | Backup order lists | auto 2008-11-23 00-00 | Restore order lists

Create a new order list | Add

Additional downloads

Download amount table - this sheet contains barcodes which refer to an amount (so you may scan the barcode for "0.33 l Coca Cola" and "4 pieces" afterwards)

Click on this symbol to see details of the order list

Create a new list here

Here you can rename or delete your lists

5.2 Adding articles to your order list

Research products that you would like to add to your order list depending on the method described in sections 3.1 to 3.3. In the results of the research, you can choose, in the last column, which order list should be displayed, but however you should define a quantity and/or a weight for that. Click now on **"To order list"**.

The screenshot shows the 'Search products' section of the HOGA SHOP interface. A search for 'Butter' has been performed, resulting in a table of products. Red arrows and boxes provide instructions on how to select products and add them to the order list.

Product	Supplier	Category	Selling Unit	Price per unit	Price per selling unit	Amount	Weight per piece	Pieces	Total
1008.0830 Butterplize 1 kg	Haegeli		1 Kg	25.00 per Kg	25.00				
12702002000 Kräuter-Butter-Stangen, Kal. 40mm, ca. 400 g, Stk., CH	Metzgerei Angst AG	Paste TK	0.4 Kg	19.50 per Kg	7.80	0			0.00
12042010000 Pilzmischung Gourmet (Eierschwämme, Morcheln, Maronen, Steinp., Stockschw., Austernsattl Butterp.), Karton à 5 x 1 kg / Jose, DE	Metzgerei Angst AG	Pilze TK	5 Kg	12.00 per Kg	60.00	1			60.00

Annotations:

- Research the needed product(s)**: Points to the search bar.
- Define the quantity and/or the weight**: Points to the 'Amount' column.
- Choose an order list here**: Points to the dropdown menu for 'Firmenjubiläum', 'Hochzeitsbankett', and 'Last orders'.
- Move the product to the order list**: Points to the 'Add to order list' button.

5.3 Editing an order list

To check which products already exist in an order list, click on **"Manage order lists"** in the menu **"Order"**. With a simple click of mouse, on the symbol situated on the left of each list, you can go through details of each list.

The screenshot shows the 'Manage order lists' page for the 'Hochzeitsbankett' order list. It displays a table of products already added to the list. Red arrows and boxes provide instructions on how to edit the list, including adding more products or deleting existing ones.

Product	Position	Product	Supplier	Category	Selling Unit	Price per unit	Price per selling unit	Amount	Weight per piece	Pieces	Total	Transmit
10892082000 Aepflerwürstli, mit Käse und Speck, ca. 70-80 g, Pack 3er-VAC, CH	2		Metzgerei Angst AG	Bratwurst	3 Stk	4.95	14.85	3			14.85	<input type="checkbox"/>
17246081000 Grill-Schubliß mit Käse, 140 g, Pack 2er-VAC, CH	3		Metzgerei Angst AG	Bratwurst	2 Stk	2.60 per Stk	5.20	5			26.00	<input type="checkbox"/>
12702002000 Kräuter-Butter-Stangen, Kal. 40mm, ca. 400 g, Stk., CH	1		Metzgerei Angst AG	Pasta TK	0.4 Kg	19.50 per Kg	7.80	2			15.60	<input type="checkbox"/>

Annotations:

- To move several products to the basket, select them and click on the button "Add to basket"**: Points to the 'Add to Basket and go to basket' button.
- Single products can be moved directly to the basket using the symbol of the basket**: Points to the basket icon in the 'Transmit' column.

The service offered by the order list is similar to the basket: you can sort your products, change order quantities, express any particular wishes or moreover remove some products.

To move products from the order list to the basket, you can use the symbol of the basket in the last column, or as well select all articles you want to move and send them to the basket with the buttons **"Add to basket and stay"** or **"Add to basket and go to basket"**.

With the button **"To Excel"**, you can create an Excel file including all details from your order list.

5.4 Printing your order list

You have different variants to print out your order list:

- Stickers, with three different types
- Order list and weekly order list (per fax, in case of urgency)

To make a complete printout of an order list, go to the overview of the order list.

The screenshot shows the 'Order lists' section of the HOGA SHOP interface. At the top, there's a navigation bar with 'Logout', 'Order', 'Customer standards', and 'History' tabs. Below this, a breadcrumb trail shows 'Order > Manage order lists'. The main content area is titled 'Order lists' and includes a search bar and a table of order lists. The table has columns for 'Order lists', 'Number of products', 'Rename', 'Delete', and 'Transmit'. Three order lists are listed: 'Firmenjubiläum' (0 products), 'Hochzeitsbankett' (3 products), and 'Last orders' (2 products). Each row has 'Rename' and 'Delete' links. The 'Transmit' column has checkboxes for 'PDF' and a 'Make PDF' button. Red arrows and boxes highlight the following actions: 'Select one order list' points to the 'Hochzeitsbankett' row; 'Choose the king of stickers' points to the 'Ettikette 1 (L7160)' dropdown menu; and 'Download the PDF' points to the 'Make PDF' button.

Choose your order list you want to print, indicate which type of impression that you need and begin the download by clicking on **"Make PDF"**. To export a list, you can also click on **"PDF"** in the table.

5.4.1 Stickers





You can stick the stickers to a specific place and with a bar code scanner you have the possibility to submit an order / enter bar codes if needed.



5.4.2 Order list and weekly order list

The order list has two aims:

- Order by fax, in case you encounter technical problems with internet
- Order with a bar code scanner, without having stickers

Bestellliste vom: 27.11.2008						
Von: Beispielrestaurant Aathalstrasse 80 8610 Uster Tel: +41 43 497 88 40 Fax: +41 43 497 88 39				An: Metzgerei Angst AG Urs Angst Herdernstrasse 61 8040 Zürich Tel: 044 497 96 96 Fax: 044 497 96 22		
Bestellung für: MO / DI / MI / DO / FR / SA						
EAN	Product ID	Product	Selling Unit	Price / Unit	Price / - On sale unit	Order-amount
	12702002000	Kräuter-Butter-Stangen, Kal. 40mm, ca. 400 g, Stk., CH	0.4 Kg	19.50 per Kg	7.80	
	10892082000	Aelplerwürstli, mit Käse und Speck, ca. 70-80 g, Pack 3er-VAC, CH	3 Stk	1.65 per Stk	4.95	
	17246081000	Grill-Schüblig mit Käse, 140 g, Pack 2er-VAC, CH	2 Stk	2.60 per Stk	5.20	

5.4.3 Backup of order lists

The trading platforms of HOGALOG regularly backups your order lists. If you deleted by mistake some products on one of your order list, you can restore an older version using the option **"Restore older lists"**.

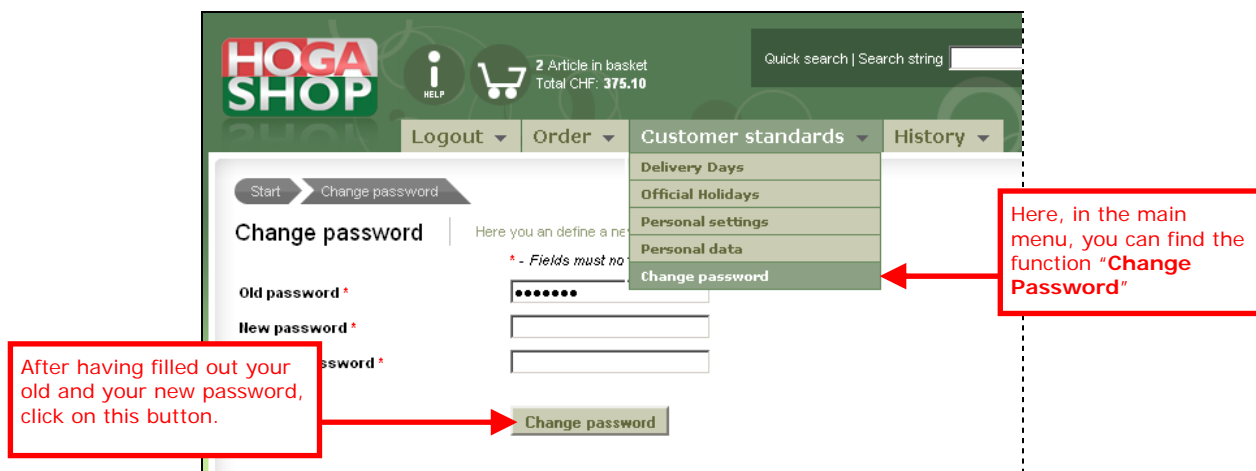
For doing a backup manually, click on the button **"Backup order lists"** and don't forget to type a name for the archive you will create in the frame on the left of the button.

6 Customers standards

6.1 Password modification

It is recommended generally to new customers to define their own password during their first login.

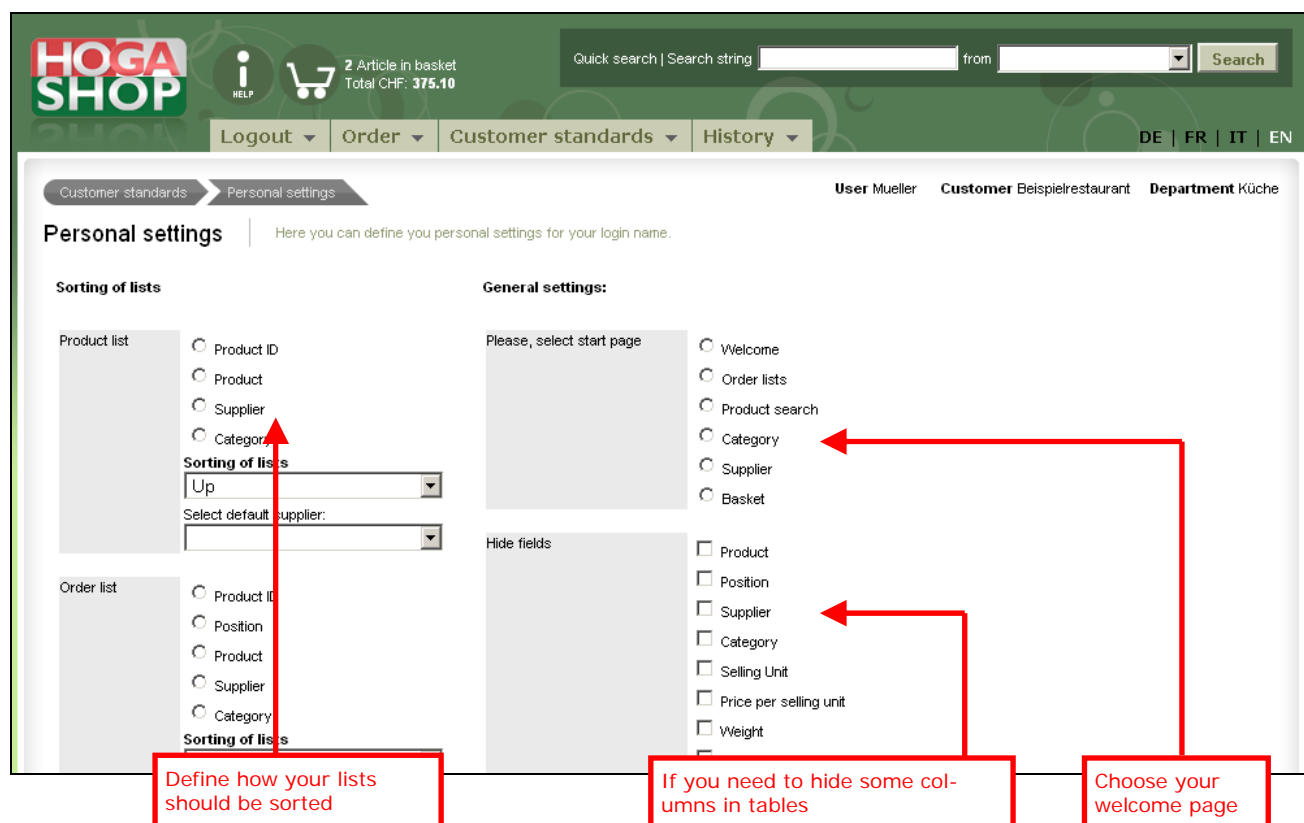
You have the possibility anytime to modify your password. It is highly recommended to use this function regularly for security purposes. To access this function, go to **"Customer standards"** and **"Change password"**.



Enter your old and your new password; repeat the typing of the new password for security purposes and click on **"Change Password"**. The new password is immediately valid!

6.2 Customization

You can use the function **"Personal settings"** in the menu **"Customer standards"**. Besides the welcome page, you can also define rules according to which are displayed lists in your trading platform.



6.3 Delivery days

Under "**Delivery days**" in the menu "**Customers standards**", you can be informed anytime on possible delivery days of your suppliers.

Customer standards: Delivery Days

User Mueller Customer Beispielrestaurant Department Küche

Set up your individual delivery days

Records 1-4 of 4 20 Show Show all

Supplier	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Exception
Cambio Handels AG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Haegeli	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Metzgerei Angst AG	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
test supplier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records 1-4 of 4

6.4 Official holidays

You have the possibility to fix holidays for your company that the trading platform of HOGALOG AG will take into consideration during the planning of the delivery. You will find this function under "**Official holidays**" in the menu "**Customer standards**". Active the holidays you want and click on save to confirm.

Customer standards: Official Holidays

Please set up the holidays which should not be

2007 2008

Date	Holiday	
01.01.2008	Neujahrstag	<input checked="" type="checkbox"/>
02.01.2008	Berchtoldstag	<input type="checkbox"/>
26.12.2008	Stephanstag	<input type="checkbox"/>
31.12.2008	Silvester	<input type="checkbox"/>

Save

Select holidays

Save your changes

If you wish to take into consideration another regional holidays in your calendar, you can announce them to the HOGALOG AG team and they will add them. The system will also take these days into consideration in the order process.

7 History

7.1 Report

In the main menu, under **"History"**, click on **"Report"** to have the possibility to estimate your orders selectively using a report system.

Reports are made depending on your choice and according to the articles or the orders and represented cumulatively.

The screenshot shows the 'Report' page in the HOGA SHOP interface. Red arrows and boxes highlight key features:

- Select the period of time:** Two calendar pickers for 'Date from' and 'Date to', both set to November 2008.
- Choose the department(s):** A 'Select Department' section with checkboxes for 'Beispielrestaurant / Biergarten', 'Beispielcatering / Einkauf', and 'Beispielrestaurant / Küche' (which is checked).
- Choose the type of reporting:** A 'Report' section with radio buttons for 'Analysis of articles', 'Analysis of suppliers', 'Search over order date' (selected), and 'Search over delivery date'.
- Start reporting with your ready parameters:** A 'Report' button at the bottom.
- External billing:** A checkbox labeled 'External billing:'.

Choose which type of report you or your company would like and click on **"Report"**.

In the report by articles, you can open details from each product by clicking on the articles numbers in the column **"Product ID"**.

The screenshot shows the 'Report: orders of products' page. Red arrows and boxes highlight key features:

- See details of products:** A red arrow points to the 'Product ID' column in the table.
- Export data:** A red arrow points to the 'Export to excel' button.

Product ID	Product	Selling Unit	Amount	Total
340416	Agnolotti Fiorentina TK 2x2 kg	Karton		
718005/06	Akino's IGT Marche 2006	Flasche		
734002/05	Ala del Drago Gutturino Superiore DOC E.-Romagna 2005	Flasche	1	186.00

In the report by orders, you can see all products from a supplier by clicking on the symbol in the column "ID". Supplier's details are available by clicking on the symbol in the first column on the left.

Report: orders to suppliers | Period of report 01.02.2004 - 27.11.2008

Records 1-1 of 1 | 20 | Show | Show all

ID	Name	Products total	Shipping fee
91	Berta AG	882.34	0.00
81	Marinello + Co AG	7141.39	0.00

Records 1-2 of 2

Export to excel

Export data | Show supplier's details | Display all supplier's products

7.2 Archive

In the archive, that you will find under the menu "History" and then under "Archive", contained all orders that have been processed.

Archiv | Check all orders of the last weeks

Show additional options for the archive overview

Records 1-3 of 3 | 10 | Show | Show all

<input type="checkbox"/>	Order date	Delivery date	Order ID	Department	Supplier	Confirmation date (Supplier)	Order value	Confirmation date (Customer)	Text
<input type="checkbox"/>	22.06.2008 16:14:23	not defined	28786	Beispielrestaurant / Küche-649	test supplier	not confirmed	308.4	not defined	
<input type="checkbox"/>	20.06.2008 14:15:41	24.06.2008	28786	Beispielrestaurant / Küche-649	test supplier	not confirmed	122.4	not defined	
<input type="checkbox"/>	20.06.2008 13:43:50	24.06.2008	28776	Beispielrestaurant / Küche-649	test supplier	not confirmed	74.75	not defined	

Records 1-3 of 3

Show order's details

Here you can anytime check order and see simply if the supplier has confirmed one of your orders. With of simple mouse click on the symbol in the second column, you can go through the details of each one of your order.

With the button "Show additional option for the archive overview" you have the possibility to adapt the overview to your needs. It is possible, for example, to include all your departments into the list.

8 Recommendations of use

8.1 Handling lists

The trading platforms of HOGALOG AG use one uniform kind of list; it means that the handling is the same everywhere. On the screenshot below, all standard functions of a list are described.

With the arrows, change the order of the list

As a norm, the 20 first lines of a list are visible. You can modify this number, and click on "Show"

Here you can browse all pages of the list

Product	Product	Supplier	Category	Selling Unit	Price per unit	Price per selling unit	Amount	Weight per piece	Pieces	Text	Packing	Total
Records 13-22 of 22												
<div style="display: flex; justify-content: space-between;"> Category: Other (4 of 16) 12 Show « Preview 1 2 » </div>												
1006.0601	Bärlauch 1Bd	Haegeli		1 Bd	3.50 per Bd	3.50					Bund	
3002.0465	California Bl LEUE 8x250g	Haegeli		8 Bt	3.30 per Bt	26.40					Beutel	
3003.0529	Carotten rissolée GAST 1kg	Haegeli		1 Kg	7.80 per Kg	7.80					Beutel	
3003.0338	Kabis rot julienne grob GAST 1kg	Haegeli		1 Kg	5.40 per Kg	5.40					Beutel	
Category: Fertiggerichte (1)												
2503.0368	TK Tandoori Chicken HILC 7.5kg	Haegeli	Fertiggerichte	7.5 Kg	14.50 per Kg	108.75					Karton	
Category: Früchte frisch (3)												
1502.0200	Äpfel 6kg	Haegeli	Früchte frisch	6 Kg	4.20 per Kg	25.20					Kiste	
3400.0400	Äpfel ausgestochen ungeschält GOUR 1kg	Haegeli	Früchte frisch	1 Kg	6.00 per Kg	6.00					Beutel	
1504.0401	Brombeeren 10Pk	Haegeli	Früchte frisch	10 Pk	4.45 per Pk	44.50					Karton	
Category: Kartoffeln frisch (1)												
3400.0543	Kartoffeln paysanne 10x10mm GOUR 1kg	Haegeli	Kartoffeln frisch	1 Kg	5.80 per Kg	5.80					Beutel	
Category: Salate / Feinkost (1)												
3007.0780	Randensalat gewürfelt SALA 1kg	Haegeli	Salate / Feinkost	1 Kg	11.20 per Kg	11.20					Packung	
Records 13-22 of 22												

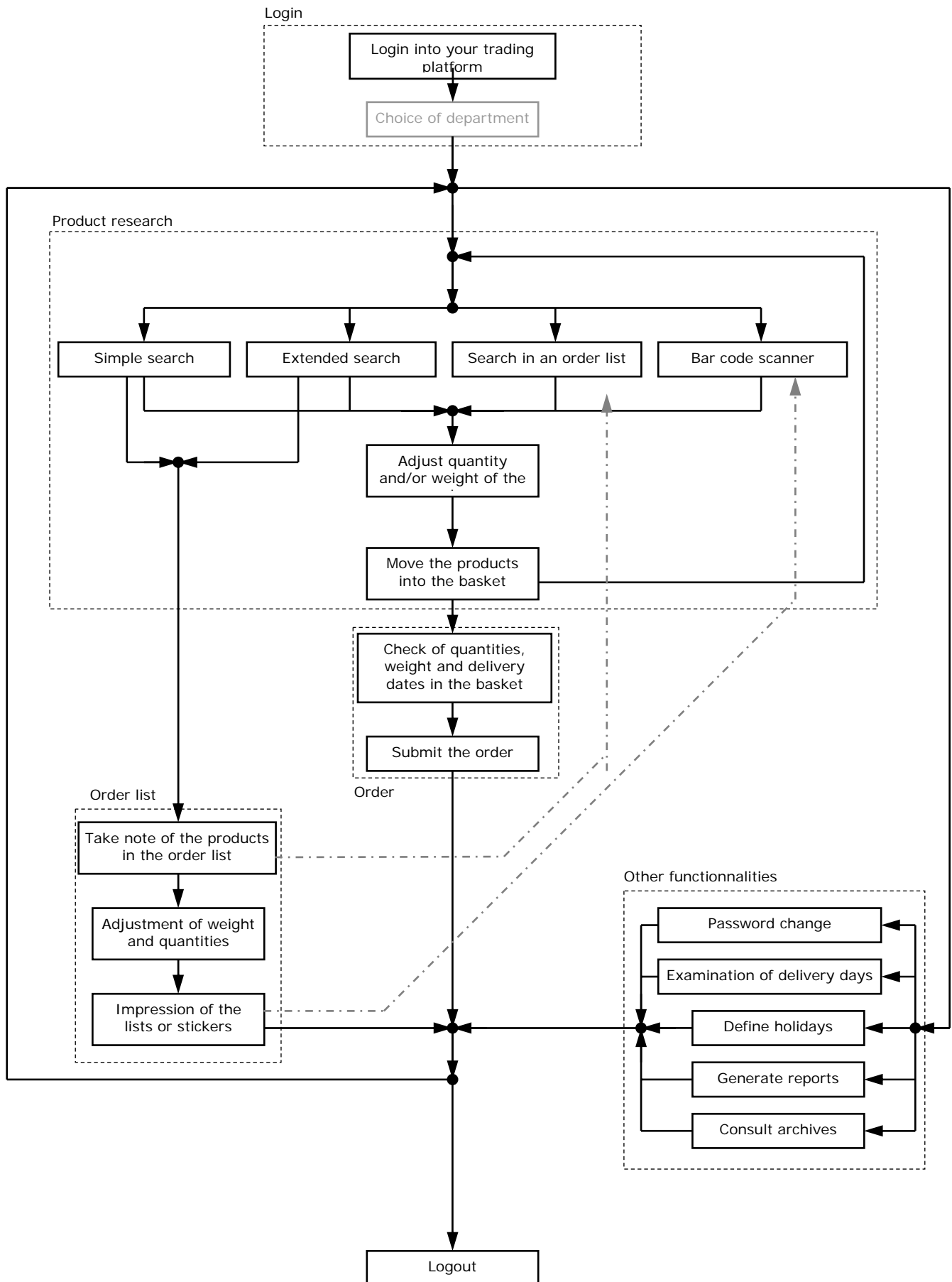
If the list is sorted by category or supplier, you can open or close the category and supplier groups here.

To select or deselect all elements in the list quickly, you can use the three selection symbols. The first symbol ☐ deselect all lines, the second ☒ select all lines and the third one ☒ inverse the current selection. Be careful, these three symbols are only working on the visible elements of the list and not on the entire list!

For some lists you can set up standard settings how they should be sorted. More information you can find in chapter **Error! Reference source not found.**

8.2 Flowchart of trading platform processing

The following flowchart describes once again all the links between the different functions of the trading platforms of HOGALOG AG.



Trading platforms short overview

